

OhioMeansJobs - Lorain County
Workforce Area 4
Supportive Service Policy

Background:

The Workforce Innovation and Opportunity Act (WIOA) provides program guidelines for Supportive Services for adults and dislocated workers defined in WIOA Sections 3(59) and 134(d)(2) and (3). These include services such as transportation, childcare, housing, assistance with uniforms and other appropriate work attire and work-related tools, and other services needed to enable individuals to participate in WIOA Title I activities and therefore obtain and maintain self-sustaining employment. Supportive Services for Youth as defined in WIOA Section 129(c)(2)(G) can additionally include assistance with educational testing, reasonable accommodations for youth with disabilities and referrals to healthcare.

Temporary Assistance for Needy Family (TANF) can also be used in a comparable manner for TANF eligible CCMEP participants, however the funds are not intended to provide benefits for recurring or ongoing needs. Therefore, in no cases will TANF funds be used to pay for Supportive Services considered “assistance” as defined by 45 CFR 260.31 or for a period extending beyond four (4) months.

Policy:

Supportive Services will only be considered for individuals who are enrolled in WIOA or CCMEP career or training services and when it can be determined that the Supportive Service will assist the participant with reaching his/her employment goals and who are unable to secure the services through any other means. Supportive Services are limited and must be coordinated with other community resources, ***as WIOA and TANF funds should be the payer of last resort.*** Supportive Services are based on financial need, are not an entitlement and are subject to available funding.

OhioMeansJobs (OMJ) staff will determine a participant’s need for supportive services as part of the initial and on-going assessment and case management process. Participants will be required to prepare and submit verification that they do not have the financial resources in order to be considered for the service(s).

OMJ staff will determine whether other community resources are available to cover necessary expenses and will maintain documentation in the file to support referrals to the agencies offering these services, including, when feasible, outcomes of the referral.

OMJ staff will complete a Request for Supportive Service Form and submit to the Lorain County Workforce Development Agency (LCWDA) Director, or their designee to review and to determine the appropriateness of the request. The form includes the participant’s name, date of service, vendor’s name, justification to support the service, evidence that other community resources were explored. Upon approval, all services will be documented in the Ohio Workforce Case Management System (OWCMS).

Any potential Supportive Service not explicitly outlined in this policy, so long as it endorses the overall purpose of Supportive Services, may be considered for approval by the LCWDA Director on a case-by-case basis as funding allows and after consulting with the Chair of the Workforce Development Board.

Allowable Supportive Services:

Automobile Repair – \$1000.00/Maximum Must provide the following:

- 1) Valid Driver's License
- 2) Title/registration
- 3) Proof of current auto insurance
- 4) At least two (2) written estimates of the repairs needed (An exception will be made if the car cannot be driven to another location for a second estimate)
- 5) Kelley Blue Book noting Private Party Value, based on current mileage, condition and features of vehicle, that support repairs fall below 50% of the vehicle value.

Automobile Towing - \$75.00/Maximum

Gasoline Allowance - Customer enrolled in individualized career or training services will be eligible to receive a weekly gas card allowance. Part-time training or training involving travel of 10 miles or less one way = \$25.00 per week; Full-time training or training involving 11-30 miles one way = \$50.00 per week; Full-time or part-time training involving 31 or more miles of travel one way = \$75.00 per week.

Childcare – Childcare may be provided for training and paid or unpaid work experiences only when it has been documented that Title XX or any other community resource is not available. The dollar amount approved will be calculated according to the needs of the applicant and will not exceed the current rate charged by a childcare center.

Clothing/Uniforms – \$300.00/Maximum Must be required for training, school, job placement or job interviews

Housing Assistance - \$1000.00/Maximum – Emergency assistance only

Utilities – \$300.00/Maximum Emergency assistance only (applicant must first apply for assistance through Home Energy Assistance Program HEAP)

Training Supplies and Other Related Costs

The following is a list of training supplies that are available to applicants and the respective maximum cost allowable:

1. **Scientific Calculator** - \$90.00
2. **Certificates/Licenses** – Required fees
3. **GED Test Registration** – Required fees
4. **Lodging for Short-Term Training** (Two (2) months or less) - \$350.00/week
5. **Tools** – Required for training or employment - \$850.00
6. **Work Boots/Shoes** – Required for training or employment - \$100.00

7. **General Graduation Fees** - Including Cap & Gown – Required Fees
8. **Other Supplies/Registration & Testing Fees** – As documented by training provider
9. **Occupational Reviews (Pre-Test)** – To prepare students for various board exams - \$1,000.00

Other Costs

1. **Driving Classes** – Required to qualify for issuance of Driver's License
2. **Driving License Fee** – Required Ohio Bureau of Motor Vehicle fees to obtain Driver's License

Exceptions:

Exceptions to the Supportive Service policy will be evaluated on a case-by-case basis, should individual circumstances warrant consideration. The exceptions will normally be considered if a need for a supportive service exists in order for a job seeker to obtain employment. All exceptions will be considered by the LCWDA Director.

WIOA Youth in Follow-up:

Supportive Services are authorized for WIOA youth participants enrolled in follow-up service for a 12-month period after exiting from the program. Supportive Service must be documented in the follow-up services plan designed to assist the individual in remaining employed, continuing in a post-secondary training or higher education program. All follow-up services will be documented in the OWCMS.

Approved by WDB - November 29, 2018

Amended by WDB – February 27, 2020